

# **LAFAYETTE COUNTY HOUSING AUTHORITY/RHD MONTHLY MEETING**

March 24, 2015

Chairperson Boyle called the Lafayette County Housing Authority monthly meeting to order at the Court House at 8:35 am.

Present: Commissioners: Bob Boyle, Owen Demo, Connie Hull, Ellen Phillips, and Donna Whyte

Commissioners: Absent: NONE

Executive Director: Douglas O'Brien

Chairperson Boyle asked if the meeting was properly posted. O'Brien verified that the Agenda had been posted in the Court House, at the Municipal Building, and at the Johnson Public Library.

**MOTION:** Phillips moved to approve the agenda. Demo seconded the motion. Motion carried.

Chairperson Boyle asked if there were any corrections or additions to the minutes of the February 24, 2014 meeting. None were made.

**MOTION:** Whyte moved to approve minutes of the January 27, 2015 meeting. Demo seconded the motion. Motion carried.

Financial Statements were reviewed.

**MOTION:** Whyte moved to approve the financial statements as presented. Phillips seconded the motion. Motion carried.

## **Motion to enter into Closed Session Pursuant of Wis. Stats. 1985(1)(c) to review evaluation of the Administrative Assistant.**

**MOTION:** Phillips moved to go to Closed Session. Hull seconded the motion. Roll call vote all Aye.

**MOTION:** Phillips moved to resume open session. Hull seconded the motion. Roll call vote: all Ayes.

## **Discussion/Possible Action on Closed Session**

**MOTION:** Phillips moved to increase the pay of the Administrative Assistant by 2% on April 6, 2015 in accordance with her contract and her positive review. Whyte seconded the motion. Motion Carried.

## **Public Input**

None

## **Vacancy Report**

Argyle:	1	Darlington:	0
Belmont:	0	Shullsburg:	2
Benton:	2	South Wayne:	2
Blanchardville:	1	Section 8 Existing:	36

## **Building Issues/Projects**

- a. Discussion of fixing exterior lights at Shullsburg was approved to go ahead and have All Phase Electric get them fixed.
- b. Discussion of the progress of PILOT agreements was updated to having all agreements except for Benton.
- c. Smoke Free Survey results were discussed with results showing a majority of residents were in favor or at least not opposed to going smoke free. Compliance issues were discussed and will be addressed in April's Board Meeting.
- d. Advertising for Vacancies in the local papers was discussed in order to reduce the number of vacancies across all of the buildings. Board was in the affirmative with moving forward with the advertisements.

## **Directors Report**

- a. Unpaid Rent- O'Brien presented the letters and payment plans sent out to tenants that are behind on Rent in order to correct the amount owed to the Housing Authority in late payments.
- b. RD Triannual Review- O'Brien updated Board on status of the Review.
- c. Bank signature cards were signed by those board members present that had not signed yet.
- d. TENMAST UPDATE- Tenmast is coming along slowly and is not yet fully live.
- e. O'Brien presented the renewal for building insurance and discussed the reason for the increase in the premiums. Board agreed to keep the insurance with the increase but considered looking for other insurance carriers in the future.

## **Discussion/Possible action on Non-Subsidized Unit Rents**

**MOTION:** Demo moved to increase the Unsubsidized Rents in Benton, Belmont, Shullsburg and Darlington. Whyte Seconded the Motion. Motion Carried

**Future Agenda Item(s):**

No Smoking Enforcement Policies  
Shullsburg Exterior Lights  
Unpaid Rents  
Building Issues  
Administrative Assistant filling in for Director in May  
May-September meeting locations

**Next Meeting Date and Time:**

April 21, 2015 at 8:30am

**Adjourn Meeting:**

**MOTION:** Demo moved to adjourn the meeting. Phillips seconded the motion.  
Motion carried.

Respectfully submitted,  
Douglas J. O'Brien  
Lafayette County Housing Authority